

INTRODUCTION

The incumbent serves as Secretary in a Federal Grain Inspection Service Field Office. He/she serves as the principal clerical and administrative support position in the office and supervises lower grade clerical employees if needed. The incumbent performs all or most of the following duties:

DUTIES AND RESPONSIBILITIES

A. Administrative

1. Personnel. Prepares all personnel request forms, training forms, government vehicle operator licenses, identification cards, employee rosters, and emergency notification cards. Maintains OWCP files, accountability of government I.D. cards, and travel authorizations. Prepares time and attendance data and overtime rosters. Informs employees of changes to personnel matters. Performs other personnel duties as necessary.

2. Records Management. Implements the national records management program. Files and retrieves records, FGIS instructions, notices, memoranda, and other directives. Performs the annual file changeover. Maintains technical or administrative manuals and handbooks. Maintains certification and billing files.

3. Billing. Reviews NFC-produced transaction register to ensure that bills are paid and charges are correct. Prepares FGIS-922 user fee documents, purchase orders to NFC for payment to official agencies for furnishing samples, AD-838B for payment to contract samplers, billing documents for collection of service fees, authorization register used to identify billing charges, and applicant number files. Resolves billing disputes with service applicants. Contacts service applicants with overdue accounts to encourage prompt payment. Advises the Field Office Manager (FOM) of existing and potential billing problems. Reviews monthly NFC accounts and resolves discrepancies noted from review.

4. Procurement and Property Management. Advises and alerts the FOM of routine suspense and periodic problems occurring with property and procurement. Prepares requisitions (AD--700); annual contract renewals for rented equipment and maintenance service for equipment; reports of property lost, stolen, transferred, or destroyed. Prepares solicitation of bids and/or places order for purchases of excess grain. Places orders with local vendors for operating supplies. Performs the physical inventory of supplies, accountable property and certificates. Maintains contact with GSA and local realty company to ensure that the terms of property leases are fulfilled. Maintains files and reports concerning GSA and lease vehicles.

5. Travel. Maintains and/or prepares travel authorizations, vouchers, and records. May maintain cash imprest funds. On an ongoing basis, reviews all travel authorizations and travel expenditures to assure estimated costs are not exceeded and to amend as appropriate.

6. Budget. Researches and tabulates weekly billing activity to determine field office (and suboffice, if appropriate) cost and revenue from official agency user fees. Prepares other budgetary information as directed by the supervisor.

7. Receptionist. Serves as the first liaison with individuals contacting the field office. Discusses inspection results with service applicants. Receives and routes telephone calls and written applications from industry. Routes incoming phone calls and places outgoing calls for FOM; processes mail.

8. Correspondence and Reports. Types all correspondence and reports. Drafts responses on routine items. Ensures correct punctuation, capitalization, spelling, grammar, and conformance to style. Researches data from program and administrative activities for preparation of reports.

B. Program

1. Grain Inspection. Prepares, distributes, and types export grain and weight certificates in error-free form; domestic inspection and weight certificates; export and domestic carrier-examination certificates. Responsible for the accountability of pre numbered official inspection and weight certificates, and of grain service fee schedules. Contacts inspection points daily for the collection of grain inspection monitoring samples (GIMS program). Processes inspection reports, FGIS 920. Graphs grading factor data from each inspection location.

2. Appeals. Receives appeal applications and related official documents. Types error free appeal certificates used to arbitrate original grading results. Distributes certificates. Telephones results to applicants. Processes necessary billing documents and forwards billing to NFC for collection of fees. Ensures that the original certificate is returned and voided before releasing the appeal inspection certificate.

3. Commodity Inspection. Types and prepares certificates for the inspection of processed commodities, dry beans, peas, lentils, carrier examination and corn aflatoxin tests. Distributes original certificates and copies. Notifies applicants of grade, test results, and acceptability of inspected lots. Recommends to applicants alternatives available for lots found to be in noncompliance and orders reinspection or appeal inspections upon request. Distributes and processes ASCS purchase authorizations, bid announcements, and contract abstracts. Alerts the FOM of expected monthly workloads at commodity inspection points. Maintains specification files for miscellaneous processed commodities. Monitors inspection worksheets, tabulates cumulative weight records. Processes commodity inspection worksheets and associated documents. Determines total gross, net, and tare weights based on individual sample weights and container counts for each lot. Reviews container examination worksheets. Logs laboratory results for lots tested in Beltsville, MD and designates lots to be in compliance or noncompliance based on contract specifications. Logs condition of container reports. Maintains commodity service fee schedules and answers inquiries concerning charges for services. Establishes and maintains a separate file for each commodity contract. Audits pay vouchers and submits requests for payment of contract samplers. Establishes accounts with NFC for funds to pay contract samplers.

4. Licensing. Processes applications for licenses, arranges for the examination of prospective licensees, notifies applicants of results. Prepares licenses for FOM's signature. Reviews examinations prepared and administered to samplers and technicians by chief inspectors. Maintains current register of licensed personnel, prepares notices of license expiration, suspension, termination, or renewal. Maintains licensed personnel files for each inspection point. Processes bid documents for the services of potential contract samplers. Prepares contract sampler licenses and the suspension or cancellation of contract sampler licenses. Maintains licensing files for each contract sampler.

5. Weighing. Documents results of tests performed on circuit scales and maintains current files. Prepares register listing all elevator scales which must be recertified every six months.

Factors

1. Knowledge Required by the Position Level 1-3, 350 pts.

Knowledge of FGIS programs, various Federal and State laws, the U.S. Grain Standards Act, the Agricultural Marketing Act of 1946, agency regulations and directives to refer inquiries to specific functional area and prepare various program and administrative reports.

Knowledge of office routine and procedures to refer phone calls or visitors or personally answer questions.

Knowledge of travel regulations and procedures (e.g., advance of funds, AD-202's, vouchers, distribution, etc.) to conduct travel related activities.

Knowledge of English grammar, spelling, punctuation and style in order to transcribe material, type correspondence forms and documents, and to compose short pieces.

Knowledge of certain personnel/payroll procedures to perform personnel related functions.

Knowledge of mail-handling procedures to route incoming and outgoing mail.

Knowledge of procedures for obtaining and monitoring supplies needed for field office, including procurement and property accountability.

Knowledge of mission, goals, and priorities of the office to provide guidance to other clerical personnel.

Skill in using adding machine and calculator to compute amounts for travel vouchers, requisitions, etc. Skill in using the typewriter. A qualified typist is required.

2. Supervisory Controls

Level 2-3, 275 pts.

The supervisor defines the major priorities and deadlines and assists the incumbent with new or unusual situations.

The incumbent plans and carries out routine work independently and handles problems and deviations within established policies and office procedures.

The supervisor spot-checks completed work to ensure that the work is in compliance with established policies and procedures.

3. Guidelines Level 3-2, 125 pts.

FGIS Manuals and Instructions, Style Manual, dictionary, Records Management Handbook, travel regulations, Administrative Directives, NFC Manual, and correspondence filing manual contain relevant guidelines.

Incumbent uses judgment to locate and select the appropriate guideline for application to specific cases. When encountering ambiguous cases or guidelines, the supervisor is consulted.

4. Complexity Level 4-2, 75 pts

Work involves the full range of office and clerical activities, including requisitioning supplies, preparing reports, responding to requests for information and advice, maintaining files and providing typing services.

Determination of what needs to be done involves a degree of personal judgment but the alternatives are relatively few. Standard operating procedures are used and the supervisor is consulted in difficult cases.

Takes action in accordance with standard operating procedures.

5. Scope and Effect Level 5-2, 75 pts.

The purpose of the work is to perform, coordinate, and facilitate the clerical and administrative support activities of the office, to provide needed reports and information to other organizations and outside individuals.

The work contributes to the daily efficiency of the office.

6. Personal Contacts Level 6-2, 25 pts.

Contacts are with brokers, exporters, industrial organizations, U.S. Customs, NFC, APHIS, ASCS, and FGIS staff inside and outside of the office.

6. Purpose of Contacts Level 7-1, 20 pts.

The purpose of the contacts is to transmit and obtain information. Tact is required in order to establish and maintain cooperative relationships.

8. Physical Demands

Level 8-1, 5 pts.

The work is sedentary with occasional carrying of light supplies.

9. Work Environment

Level 9-1, 5 pts.

The work is performed in an office setting.

Total: 955 pts.